

## Village Board Meeting Minutes - Special

November 19, 2014

A special meeting of the Village Board of the Village of Brooklyn was called to order at 6:36pm in the Village Hall by President Nadine Walsten. Trustees present were Todd Klahn, John McNaughton, Pat Hawkey, and Zach Leavy. Absent were Trustees Sue McCallum and Dorothy Frandy. Deputy Clerk Kim Brewer and Teresa Pelton from Belleville were also present.

Pledge of Allegiance was recited.

**Village President's Salary:** Walsten had A meeting on Friday with CDBG staff and found out we were given erroneous information about the due date for Business Complex infrastructure grant. It is actually January 1 of 2016 which was previously thought to be later that year. Knowing that time crunch, Walsten is reconsidering her run for Village president. To meet this deadline, Walsten said, there can be no down time for marketing the park which would be the case as a new president or economic development person would assume Walsten's marketing activities. Walsten distributed a 2 page, single spaced report of the marketing activities she, the Economic Development Committee and Heather Kirkpatrick have completed since January 1, 2014. Therefore she is requesting we leave the salary at \$6000, even though we just recently agreed on budgeting \$4500 for next year, anticipating the next president will not be performing the administrator/economic development duties because of being employed. Hawkey asked what the original due date was for CDBG deadline. Walsten said July of 2016 and now it's January of 2016. The amount of money to be paid back would be \$261,000 if not producing business/businesses with at least 27 jobs. Discussion was held on whether or not a motion is needed to change the salary back to \$6000 from \$4500. Since it was only discussed as part of the budget process, and no formal motion was ever made to change it to \$4500, no motion is needed and the salary automatically stands at the \$6000 for 2015-2017 Village Presidential term.

**Village Assessor:** Finance Committee recommended bringing Assessor Paul Musser's information to the Board for their review/approval. Musser is the Assessor Town of Middleton, City of Middleton, and City of Verona. He was the lowest bid of the Assessor's that submitted RFPs. McNaughton spoke with two references as well as Musser himself and feels he will provide professional, competent service. **Motion:** McNaughton/Klahn to hire Paul Musser as the Village Assessor per two year contract at \$3800 per year. Motion carried.

**Municipal Court:** Walsten outlined the two decision making steps needed at tonight's meeting to either 1) keep our local court, or 2) to join with Belleville in the cost sharing agreement, pass a motion to consolidate (but not merge) our court with Belleville in the interim, and pass an ordinance to abolish our court, effective May 1, 2015. She emphasized that the decision to join Belleville in this cost sharing agreement is actually a commitment to merge on May 1, 2015. Walsten wanted to hear any thoughts on the proposed Municipal Court agreement. Hawkey stated that she wanted to see the court stay in Brooklyn as that is what the voters wanted per the last election. She suggests going around and talking to people in the community to see if anyone would be interested in running for judge. McNaughton says that he feels that by merging with Belleville, we are "getting the best of both worlds". It is a reasonable compromise in his opinion. He feels that it also would be hard to find a "good, qualified" judge here in Brooklyn and it will be "much less headache for us going this route." Klahn says that we have had some bad "issues" with the judge that we have had in the past. Belleville is approximately the same size (a little larger) but has many of the same issues that Brooklyn has and it will be a good fit. He is in favor of the merger and sharing the costs. It also provides a bigger "pool" for finding a qualified

judge. Leavy says that even though the voters voted to have the court remain in Brooklyn, there were still a good amount that voted to have it go to Belleville so he is comfortable with the merger. Leavy asked Pelton what the chances were of Belleville backing out on this. Pelton said that Belleville actually just passed this agreement at their Board meeting on 11/17/14 so this "is definitely a "go" and is moving forward". Walsten added that Belleville's motion to proceed is pending Brooklyn's decision to pass the agreement resolution. Hawkey also wanted to add that it will be the same situation in Belleville if they can't get anyone to run. Walsten supports the agreement because, although there is no existing data, combining administrative costs "has to be cost effective—we have a budget of almost \$10,000 for an average of less than 7 citations/month." Walsten asked to move forward with the Board's decision.

**Motion:** Leavy/Klahn to approve Brooklyn Ordinance Chapter 18 to abolish the Brooklyn Municipal Court. Motion carried. Hawkey voting Nay. **Motion:** McNaughton/Klahn to consolidate local municipal court with Belleville Municipal Court. Motion carried. Hawkey voting Nay. **Motion:** Klahn/McNaughton to approve Resolution 2014-10 authorizing Intergovernmental Cost Sharing Agreement for administrative services provided to the Brooklyn/Belleville Municipal Court System. Motion carried pending changing incorrect dates and start date to January 1<sup>st</sup>, 2015 and filling in new attorney info once that is determined. Hawkey voting Nay.

**Minutes: Motion:** Hawkey/McNaughton to approve Village Board minutes from 10/29/14 meeting at Senior Center. Motion carried with Klahn abstaining.

**Email Administrator Communication:** Leavy says this is moot as this has already been voted on so why are we discussing this again. Hawkey wants to know if the Village has a retention policy because it is state law and the Village should be following the proper guidelines when it comes to retention of documents/files. The Village does not have an actual retention policy, yet follows state law and records retention regulations as applicable. Walsten asked if Hawkey would be willing to draft a records retention policy for the Village as this is something we should have. Currently trustees use their own, except the President, personal email addresses for Village business and this is inadvisable as it potentially subjects their personal devices/emails to open records requests. It was suggested that separate Village email accounts be set up for each trustee. Brewer will look into having Computer Know How set this up for us and to see how many email addresses we have available yet.

**Motion:** Leavy/Klahn to adjourn at 7:27pm. Motion carried.